



Clark County Regional Support Network Policy Statement

Policy No.: AD11
Policy Title: Management Report Certification
Effective Date: November 1, 2005

Policy: The contract between Clark County Department of Community Services and the State Mental Health Division (MHD) requires reporting of data at specific times. For the financial data (R&E Report), it is required to be reported on a biennial quarter, not later than 45 days after the end of each quarter or as required by current MHD Contract. Client service data is required to be reported within 60 days of the date of service.

All financial reports will be certified and filed with the MHD in compliance with the terms defined in the current agreement unless as specified in writing from an authorized representative from the MHD.

Reference: WAC 388-865, Washington State Mental Health Division RSN Interlocal Agreements; CCRSN MIS Policy and Procedures 2.20.11, MHD Data Certification

Procedure:

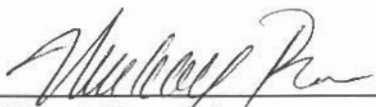
1. Financial Reporting Review and Certification

- a) At the end of the biennial quarter, the Financial Management Analyst (MA) creates reports from the County financial accounting system in support of activity for the current quarter.
- b) Financial data is then reviewed by the MA for specific limitations of the MHD contract.
- c) The MA analyzes the risk reserve balances in accordance with MHD contractual requirements.
- d) MA prepares the quarterly revenue and expenditure (R&E) report for management review.
- e) MA meets with management to review the R&E report and all supporting schedules and documentation.
- f) After the review any changes/corrections/modifications identified in the management review are made to the R&E report and the corrected report is submitted to management for final review and certification prior to submission to the MHD.
- g) The MA then submits the certified R&E report to the MHD in compliance with required submission dates.

- h) Internal R&E report copies, with any supporting documentation, are filed in central accounting files.

2. Client Service Data Review and Certification

See CCRSN MIS Policy and Procedures 2.20.11, MHD Data Certification.

Approved By: 
Michael Piper, Director
Clark County
Department of Community Services

Date: 11-21-05